



WORKFORCE DEVELOPMENT COUNCIL

317 W. Main Street, Boise, ID 83735-0790

NOTICE OF MEETING

Owyhee Plaza Hotel

Meeting Location: Regency Room, Mezzanine

Lunch Location: Owyhee Room, 1st Floor

1109 W. Main Street, Boise, Idaho 83702

Telephone: (208) 343-4611 or (800) 233-4611

➤ **Thursday, June 20, 2002:**

8:00 a.m. – 8:55 a.m.

Performance Committee: Owyhee Room, 1st Floor

9:00 a.m. – 4:00 p.m.

Full Council: Regency Room, Mezzanine

➤ 12:00 – 1:00 p.m.: Working Lunch: Owyhee Room, 1st Floor

Hotel Accommodations: Please make your room reservations as soon as possible. We have reserved a block of rooms at the Owyhee Plaza. Contact them prior to **May 29** and tell them you are attending the Workforce Development Council meeting to get the special rate of \$61 for a single room and \$71 for a double room. Billing for single room charges for Council members will be sent to the Idaho Department of Labor for direct payment. Members should pay incidentals and any additional guest charges and complete a Travel Form for authorized expenses. Interested parties will be responsible for their room charges. The Owyhee Plaza provides shuttle service to and from the airport. If the shuttle is unavailable, you can be reimbursed for taxi fare to and from the hotel.

Airline Reservations: You will need to make travel arrangements as soon as possible to get the best airfares. Request the State of Idaho government fare if it is available from your area and if it is the lowest fare.

Travel Form: Council members will be reimbursed for travel. Members driving their private vehicle will be reimbursed at the rate of .365 cents per mile (effective 01/02/02) based on the State's Travel Mileage Chart. The in-state per diem allowance is \$30/day and includes meal tips and tips for services paid at airports and hotels. The breakdown for each meal is: \$7.50 for breakfast, \$10.50 for lunch and \$16.50 for dinner.

Parking: The Owyhee Plaza provides parking adjacent to the hotel complex (West and South sides of the buildings) and in the lot diagonally opposite the SW corner of the hotel complex accessible from Grove Street and 12th Street.

Elevator or Stairway Access to Regency Room: The Owyhee Plaza provides both elevator and stairway access from the 1st floor to the Mezzanine level at both the West and the East entrances of the main building.

Special Accommodations for Persons with Disabilities: If you have any special needs that we can address, please notify Alice Taylor no later than 7 days in advance. Thank you.

For further information:

On logistics: Please contact Alice Taylor, Workforce Systems, Idaho Department of Labor, phone (208) 332-3570 ext. 3313, FAX (208) 332-7417 or e-mail ataylor@labor.state.id.us

About the Workforce Development Council: Please contact Allison McClintick, Office of the Governor, phone (208) 334-2100.

Note to Interested Parties: If you are no longer interested in being on this mailing list, please contact Alice (above).